

DATE: JUNE 7, 2004

TO: HEADQUARTERS DIRECTIVES POINTS OF CONTACT

FROM: BRIAN D. COSTLOW, ACTING DIRECTOR
OFFICE OF MANAGEMENT COMMUNICATIONS, ME-43

SUBJECT: REDLINE/STRIKEOUT OF HQ O 580.1A, *Headquarters Property Asset Management*

In his December 3, 2002, memorandum entitled *Improvements to the Directives Process*, the Director of the Office of Management, Budget and Evaluation eliminated the final Field Management Council review of draft Directives, and directed the posting of a redline/strikeout version of the Directive to RevCom subsequent to the resolution of all comments. This will allow interested parties to see the cumulative effect of changes produced during the RevCom review.

Draft HQ O 580.1A was coordinated in RevCom beginning in September 2003. The writer has responded to all issues and incorporated those comments accepted into the document. In accordance with the new Directives procedures, a redline/strikeout of the Order has been posted to RevCom for your review. Please go to URL: <http://www.revcom.doe.gov/>.

Reviewing Instructions:

1. You have 10 days to review this document to verify that your comments have been appropriately addressed or successfully incorporated into the directive.
2. Only comments with specific objections to the changes in the Directive will be addressed.
3. After you have reviewed the redline/strikeout, please follow the case below that corresponds to your situation:

If you:	Then:
submitted a major comment and agree with the incorporation of your comments	go into RevCom and concur on the proposed resolution(s) by June 17, 2004
submitted a major comment and do not agree with the incorporation of your comments	go into RevCom and nonconcur on the proposed resolution(s) by June 17, 2004
did not comment, but the incorporation of others' comments or changes may have an adverse impact on your organization's mission	submit your specific concerns via email to William Gillison, ME-41, (202) 586-6615, internet address: craig.west@hq.doe.gov , and to Gail Cephas, ME-43, 202-586-1049, internet address: gail.cephas@hq.doe.gov by June 17, 2004
did not comment, and are still satisfied with the directive	no action is necessary

SUBJECT: HEADQUARTERS PERSONAL PROPERTY ASSET MANAGEMENT

1. OBJECTIVES.

- a. To establish procedures for managing Government personal property owned or leased by the Department of Energy (DOE) and in the custody of DOE Headquarters employees **and contractors**, including those ~~in employees and contractors~~ at the **Headquarters** National Nuclear Security Administration (NNSA), ~~in accordance with Federal and Departmental regulations.~~
- b. To ensure each Headquarters DOE employee takes responsibility for achieving Government personal property accountability.

2. CANCELLATION. HQ O 580.1A, *Government Personal Property Asset Management*, dated 9-23-01

3. APPLICABILITY.

- a. HQ Elements. This Order applies to all Headquarters elements, including Headquarters NNSA, as listed on Attachment 1.
- b. Contractors. This Order does not apply to contractors.
- c. Exclusions. None.

4. REQUIREMENTS.

- a. Acquisition of Government Personal Property. Department of Energy (DOE) Headquarters requests for Government personal property must be submitted ~~to~~ by requisition. The acquisition process will be performed in accordance with Federal Property Management Regulation (FPMR) 101-43 and FPMR 101-26 or the Federal Management Regulation (FMR).
- b. Acquisition by Government Purchase Cards. Holders of Government Purchase Cards making Government personal property acquisitions are to comply with the Guidelines and Operating Procedures for the Use of the Government Purchase Card, published by the DOE Office of Headquarters Procurement Services. Holders of the Purchase Cards must supply a copy of the Telephone Work Sheet, for each purchase, to the asset management staff Forrestal (fax: 202-586-7621) or Germantown (fax: 301-903-3790)] at the time the order is placed to ensure proper accountability. (Refer to the Office of Headquarters Procurement Services "Guidelines and Operating Procedures for the Use of the Government Purchase Card.") Electronic Commerce purchases will follow the same guidelines for providing documentation to the Assets Management and Support Services Group.
- c. Government Personal Property Tagging. Government personal property ~~is~~ **must be** tagged for accountability and control purposes at the time of receipt of the

property. All equipment and sensitive Government personal property will be assigned an individual identification tag number for tracking, inventorying, and disposal. All administratively controlled Government personal property costing \$300 or more will also be tagged for tracking purposes and disposal. Personal property items costing less than \$300 will not be assigned an individual identification tag number but will be identified as DOE property by using a special identification tag. The identification tag ~~is~~ will be a bar-code, pressure-sensitive label and will be affixed to the item of Government personal property by a member of the asset management staff. When it is deemed impractical to affix an identification number bar-code label because of the size or delicacy of the item, the identification number will be assigned, referencing the serial number of the item, and recorded in the official Government personal property database. High-risk personal property will be identified and marked according to the DOE Property Management Regulations (PMR), 41 CFR 109.

Furniture items ~~are~~ will be tagged with bar-code tags indicating the national stock number (NSN) or locally assigned stock number assigned to the furniture item. The NSN ~~is~~ will be cataloged and entered into the Government personal property database.

- d. Furniture Allowances. The following paragraphs describe the use standards and minimum guidelines for furniture and furnishings. The authority for them is Title 41 CFR, Chapter 109-25.3 (Use Standards).
- (1) Employee grade, needs, and organizational responsibilities will be considered in selecting furniture for use at Headquarters.
 - (2) Furniture will be provided to all employees at the lowest net cost to the Federal Government, consistent with approved furniture guidelines and use standards.
 - (3) Four categories of furniture are available at DOE Headquarters for official use: Class A (Senior Executive Service and above) and unitized, contemporary, and automated data processing (ADP) (all grade levels). The furniture ~~is~~ will be distributed in accordance with established criteria (below) as prescribed by the Director of the Office of Administration or his/her designee.
 - (a) Class A furniture is traditional style executive wood office furniture used by Executive-level appointees and Senior Executive Service employees.
 - (b) Unitized and contemporary furniture is executive wood office furniture used by GS-15 or below employees.
 - (c) ADP furniture is metal and wood furniture used by GS-15 or below employees as required to support computers.
 - (4) Furniture will not be provided for home use (Flexiplace).
- e. Computers Authorized for Home Use. Computers and related items may be authorized for home use. However, in accordance with Title 41, CFR, Section 109-1.5101, Government personal property must be used only to perform official U.S. Government work. The items must be made available for inventory when requested. The following procedure must be followed when authorizing home use of computers and related items.

- (1) HQ F 1400.18, "Property Transfer Turn-In" (TP), must be completed for any Government personal property intended for home use. The TP form must include the user's name, home address, home phone number, and office phone number and the signature of the responsible accountable property representative (APR).
- (2) A user must ~~sign a certification statement acknowledging complete HQ 4420.1, Certificate of Property Receipt, his/her responsibility for the equipment. The statement should be placed in the "Remarks" area of the TP form and must read as follows.~~

~~I, _____, hereby that will thereby acknowledge the employee having receipt of the above computer(s) and related items and will hold themself employee accountable for their safety. HQ 4420.1 also indicates that by the employee's signature on the form They that the employee is aware that the computer and related items will be used for official Government business at the location noted above on the form. Personal software programs will not be loaded onto these computer items.~~

~~Printed Name—~~

- (3) ~~(3) Once all the HQ F 1400.18 and HQ F 4420.1 are completed and signed, signatures are obtained, the APR must forward the TP form these forms to the property accountable officer (PAO). The information provided on the TP form these forms will be used to establish accountability and update the Headquarters Government personal property database.~~

- f. Transfer or Separation of Employee. Upon the transfer or separation of an employee, a physical inventory will be taken of all Government personal property in the employee's custody. If all Government personal property is satisfactorily accounted for, block 8 on the "Employee Final Separation Clearance" form (HQ F 3293.1) will be signed by an Office of Administration representative. If all Government personal property is not satisfactorily accounted for, clearance for final salary payment must be withheld until missing or damaged Government personal property is accounted for and DOE is made whole for such loss or damage. Any items of Government personal property not properly accounted for at the time of transfer or separation must be the subject of a Retirement Work Order indicating the loss or damage and providing a full explanation of the circumstances resulting in the missing items. Once the Retirement Work Order settles the loss or damage claim, the HQ F 3293.1 will be signed by an Office of Administration representative.
- g. Transfer or Separation of APR. The PAO is responsible for ensuring that whenever there is a change in APRs, the incoming APR is required to accept responsibility for all Government personal property located in the APR's area of responsibility. This will be accomplished through a joint physical inventory by the separating APR and the newly appointed APR. If warranted by unusual circumstances, the new APR may authorize acceptance of the inventory through the following certification.

I, _____, incoming accountable property representative, have satisfied myself that the records for Government personal property under the jurisdiction of the (name of the APR account) are accurate; and that the items recorded therein are physically on hand as of this date. I hereby agree to accept full responsibility for Government personal property as recorded and waive any requirement for a physical inventory as a condition to such acceptance.

Signature:

Title:

Date:

- h. Transfer or Separation of PAO. The organizational property management officer (OPMO) is responsible for ensuring that whenever there is a change in PAO, the incoming PAO is required to accept full accountability and responsibility for all Government personal property under the jurisdiction of the Property Accountable Office. This may be accomplished through either a physical inventory or a certification similar to that cited in paragraph 4G.
- i. Leased Personal Property. All leased personal property will be tagged with an individual identification bar-code tag for accountability and control purposes. Purchasing documents must indicate the length of the lease agreement and whether there is an option to purchase at the expiration of the lease.
- j. Loan of Government Personal Property. Personal property that would be out of service and is not excess may be loaned to other DOE offices, contractors, and other Federal agencies for official purposes. Organizations must request approval in writing, indicating their intention to loan personal property outside of Headquarters. Such requests must be signed by the organization's APR. The official documentation to execute loans is on DOE F 4420.2, "Personal Property Loan Agreement." This form must be signed by the Headquarters OPMO. The loan period must not exceed 1 year, but may be renewed.
- k. Borrowing Government Personal Property. Borrowing Government personal property from other DOE offices and other Federal agencies is allowed for 1 year, but may be renewed. Authorization is required from the Headquarters PAO when an outside office is planning to send equipment. Additionally, the Headquarters organization must have written approval from its APR before equipment is shipped to Headquarters. The approval must be forwarded to the PAO.
- l. Government Personal Property Inventory. The PAO will contact the APR by memo to schedule a date for the physical inventory of Government personal property. Staff from the PAO's office will perform the actual inventory using bar-code readers and scanners. After the inventory is completed, the information obtained will be used to update the Sunflower Assets Management System. A discrepancy report will be generated for any Government personal property that does not match what is currently in Sunflower. The PAO will coordinate with the APR to resolve the discrepancies. All discrepancies must be resolved by the APR within 15 days from the notification date of the discrepancies.
- m. Physical Protection of Government Personal Property. Controls such as a property pass system are required to prevent loss, theft, or unauthorized

movement of Government personal property from the premises on which such items are located. The Property Removal Authorization (PRA) form, HQ F 1400.25 (available from the Germantown Assets Management Office, R-006, and the Forrestal Assets Management Office, 1F-039), must be used in place of General Services Administration OF-7, Property Pass form, at DOE Headquarters and must be signed by an authorized issuing officer. (See Attachment 3 for PRA issuing instructions.)

- (1) The authorized issuing officer must be designated in writing by an office director, administrative officer (AO), or APR, and the designation must be sent to the PAO. The authorized issuing ~~_____~~ officer will be notified by the PAO of the effective date of signature.
- (2) A PRA must be used to authorize removal of Government personal property (except expendable supply items) from a DOE Headquarters facility ~~only when it is for official use~~. It is also used when personally owned and ~~contractor~~ privately-owned property is removed from a DOE Headquarters facility. (See Table 1.) The authorized issuing officer may use discretion in determining whether ~~a request to remove personal or privately-owned items must a given request may~~ be made ~~orally or orally~~ ~~or~~ in writing.
- (3) A PRA is not needed by an employee or contractor from a DOE field office or another U.S. Government agency provided the individual has a valid property pass issued from his/her office/Agency for items in his/her possession and presents an official identification from the office/Agency.
- (4) A PRA is not needed to remove expendable supply items (e.g., pens, pencils, notebooks).
- (5) Visitors to DOE Headquarters who are bringing property items into the Headquarters facilities will be supplied with a temporary PRA form, issued by a Protective Force security officer, at the time of sign in. The form will be completed by the visitor and signed by an authorized issuing officer before the visitor leaves the facility. The temporary PRA is
 - (a) valid only on the date of issuance,
 - (b) not valid for the removal of DOE Government personal property, and
 - (c) cannot be used by a badged Headquarters employee.
- (6) Security officers must not take a PRA from the holder. Security officers are, however, required to verify the following:
 - (a) the signature of the authorized issuing officer,
 - (b) the holder's identity,
 - (c) the equipment shown on the pass,

- (d) the return date has not been reached, and
- (e) the pass is properly completed.
- (7) Security officers must not allow holders of improperly completed or incomplete PRA forms to remove the property from the facility.

Table 1. Examples of Government Personal Property and Personally Owned Property That Might Require PRAs Before Being Removed for Official Purposes	
Government Personal Property	
Calculators	Radios
Cameras	Recording devices
Cellular phones	Refrigerators
Computers (desktop or portable)	Televisions
Microwaves	Transcribers
Monitors	Typewriters
Printers	Video cassette recorders
Projectors	Any furniture items
Contractor Privately-Owned and Personally Owned Property	
Cameras	Projectors
Cellular phones	Radios
Computers (desktop or portable)	Refrigerators
Microwaves	Televisions
Monitors	Any furniture items
Printers	

- n. Loss, Theft, Damage, or Destruction of Headquarters Government Personal Property. All DOE employees are responsible for protecting Government personal property. If Government personal property is lost, stolen, damaged, or destroyed, the following actions are required.
 - (1) Employees who detect or suspect the loss, theft, damage, or destruction of Government personal property must immediately make an oral report to the appropriate APR. The APR must initiate a search for the item or review the circumstances of damage or destruction. If the item cannot be located or the Government personal property has been damaged or

destroyed, the employee must submit a report of loss or theft within 24 hours; in accordance with the following procedures.

- (a) Notify the Headquarters Protective Force (202-586-6900, Forrestal; 301-903-2403, Germantown) if there is reason to suspect theft. A member of the Headquarters Protective Force will respond and will complete an Incident Report.
 - (b) Prepare a Retirement Work Order (HQ F 1400.20). For cases of theft, a completed Incident Report must be attached to the Retirement Work Order.
 - (c) Submit the Retirement Work Order to the APR for review/signature. The APR will submit the Retirement Work Order to the PAO, Germantown.
- (2) Upon receipt of the Retirement Work Order, the PAO will investigate the loss or damage and will take the following actions.
- (a) Remove the Government personal property record from the official Government personal property database if circumstances so warrant and if the acquisition value of the item is \$500 or less.
 - (b) Recommend to the OPMO that the Government personal property record for Government personal property with an acquisition value greater than \$500, but not greater than \$1000, be removed from the official Government personal property database if circumstances so warrant. (The OPMO is authorized to remove Government personal property with an acquisition value of \$1,000 or less from accountability records.)
 - (c) Prepare a concise summary of the case for personal property records with an acquisition value greater than \$1,000 and submit it and the Retirement Work Order to the Board of Survey with one of the following recommendations.
 - a Government personal property is serviceable and must be continued in service.
 - b No individual is pecuniarily liable for the loss, theft, damage, or destruction of the Government personal property. Therefore, the item must be removed from the Government personal property accountability records.
- (3) The employee must be held pecuniarily liable because his/her negligence or willful misconduct led to the theft or contributed to the loss, damage, or destruction of the Government personal property. Any case that involves ~~a possible illegal act~~ negligence or willful misconduct by a DOE employee to government personal property must be referred to the Office of the Inspector General in

accordance with DOE O 221.1, Reporting Fraud, Waste, and Abuse to the Office of Inspector General, or will be reported to other proper authorities as the situation deems appropriate. Final Board of Survey actions must be deferred until **the office that reported the item as lost, stolen, or damaged** ~~that office~~ completes its investigation.

- o. Utilization and Disposal of Government Personal Property. At Headquarters, the authority to reassign and transfer Government personal property to and from other DOE offices, to obtain excess Government personal property from other Federal agencies, and to report and dispose of excess and surplus Government personal property is limited to the Headquarters PAO, in accordance with FPMR 101, Subchapter H; FMR 102; and DOE PMR 109. Government personal property that is no longer required by Headquarters elements must not be disposed of through transfer to another Federal agency, donated, or sold until a determination has been made by the Headquarters PAO that such Government personal property cannot be used elsewhere within DOE. Cannibalization of all Government personal property must be approved in advance in writing by the Headquarters PAO or the Headquarters OPMO. Cannibalization is the removal of some or all component parts; from a single piece of personal property; to be used in another like item for the purpose of repairing that item or bringing it to a more efficient operating level. Only personal property items that have a depreciated value of at least 15 percent of their original acquisition costs may be cannibalized. Any personal property that has a depreciated value of \$25,000 or more will not be cannibalized. Before cannibalization, all requests for approval of personal property cannibalization must be submitted on a Retirement Work Order, HQ F 1400.20, and must be signed by the organization's APR and forwarded to the PAO or OPMO. Failure to obtain prior approval could result in the employee being held pecuniarily liable as stated in paragraph 14b(3)(c) above.
- (1) All ADP equipment must be sanitized by the using Headquarters organization before being transferred into excess to ensure that all data, information, and software have been removed from the equipment. The (TP) form must be signed by the AO or APR and certified by the program office's designated Headquarters security officer (HSO) **or the designated Information Systems Security Officer (ISSO)**. The certification statement must include the following wording: "I certify that the above listed equipment has been low-level formatted or wiped clean." In addition, a certification label must be affixed to each piece of ADP equipment. This certification will confirm that the equipment has been sanitized by the appropriate personnel. Each label must contain the statement "Equipment certified to be sanitized" and be signed by the HSO. Standard "Avery" type labels generated from the desktop are acceptable. If more than one piece of equipment is turned in for excess, the program office must ensure that each piece is checked and certified by the HSO **(or ISSO)** as sanitized. Random sampling of the equipment by the HSO **(or ISSO)** for verification of sanitization purposes is not acceptable. If each piece of equipment does not have a label affixed certifying its sanitation or if the TP form is not completed with the appropriate statement of sanitation and signed by the HSO **(or ISSO)**, the equipment will not be accepted/picked up by Assets Management or the movers.

- (2) In accordance with Executive Order 12999, 61 Fed. Reg., 17227, (April 17, 1996), ADP equipment is offered to qualifying recipients of the Computers for Learning Program. All such transfers of Headquarters Government personal property are coordinated through the Headquarters PAO.

p.
Property Removal Authorization Form

- (1) A PRA must not be changed or issued with changes. If an error is made in preparing a PRA or the information on a PRA changes, the PRA must be discarded and a new PRA issued.
- (2) The PRA must be signed by the holder and approved by the authorized issuing officer.
- (3) Each PRA must be issued for specific items and user(s). Blanket authorizations are not permissible. For example, a PRA may not be issued with the description "any cellular telephone." Any exception to this specific authorization requirement must have a written justification and authorization from the Headquarters Physical Protection Program.
- (4) An authorized issuing officer is not allowed to approve a PRA for his/her own use.
- (5) A PRA requesting removal of furniture or furnishings must be signed by one of the following employees.
- Director, Office of Administration, 4A-087, Forrestal
 - Director, Office of Operations, Office of Administration, 1G-079, Forrestal
 - Director, Assets Management and Support Services Group, 1F-039, Forrestal
 - Forrestal Property: Assets Management Team Leader, 1F-039, Forrestal
 - Germantown Property: Assets Management Team Leader, R-006, Germantown
 - Organizational Property Management Officer, 1F-039, Forrestal
- (6) The PRA must be completed by the requester (holder) as follows.

Date Issued	Date PRA is issued.

Name of Holder	Printed name of individual requesting permission to remove the item.
Holder's Org. Code	Organizational routing symbol of holder.
Holder's Room/Bldg.	Room and building of holder.
Signature of Holder	Signature of holder.
Holder's Phone	Phone number of holder.
Property Pass Valid At	Not necessary to complete. Form has been preprinted.

Description of Property Being Removed	Equipment type, manufacturer, model, identification number (tag number), and serial number of property.
Property Belongs To	Identify the owner of the item (e.g., DOE Headquarters, or DOE contractor, personal).
Authorized Issuing Officer	Printed name and signature of authorized issuing officer.
Return Date	Date the item(s) are to be returned (not to exceed 1 year). The word “ indefinite ” must not be used in the return date area . Once the indicated return date has been reached, a new PRA must be issued. If the item(s) are contractor-owned or personally owned, the return date may be indicated as N/A (not applicable).

- (7) The completed PRA must be presented to the authorized issuing officer for verification and signature. (Self-serve lamination will be available in the Germantown Assets Management Office, R-006, and the Forrestal Assets Management Office, 1F-039, if a PRA is being used for an extended period of time.)
- (8) The authorized issuing officer is responsible for approving or disapproving PRAs and distributing approved PRAs as follows.
 - (a) Original (white copy) is given to the holder (requester) of the PRA.

- (b) Copy 2 (yellow) is mailed immediately to the property accountable officer in Germantown.
- (c) Copy 3 (blue) is mailed immediately to the accountable property representative for the organization.

5. RESPONSIBILITIES.

a. Heads of Departmental Elements shall:

- (1) Ensure compliance with provisions of Title 41 Code of Federal Regulations (CFR), Chapter 101, the Federal Property Management Regulations; 41 CFR, Chapter 102, the Federal Management Regulation; and 41 CFR 109, the Department of Energy Property Management Regulations, as they pertain to Government personal property management.
- (2) Perform Government personal property management activities through Government personal property needs determination; Government personal property acquisition; Government personal property accountability and control, including receipt, storage, distribution, and proper use and care; and Government personal property disposition. (See Attachment 2, "Acquisition, Accountability, and Disposal of Government Personal Property," and Attachment 3, "Instructions for Completing the Property Removal Authorization Form.")
- (3) Designate an organizational property management officer (OPMO) for Headquarters.

- (4) Designate a property accountable officer (PAO) for Headquarters.
- (5) Designate accountable property representatives (APRs) for all Headquarters elements.

b. Director, Office of Administration.

- (1) Has overall responsibility for developing and implementing the personal property management program for DOE Headquarters organizations.
- (2) Oversees the official automated property accountability system for Headquarters.
- (3) Designates in writing the OPMO.

c. Organizational Property Management Officer.

- (1) Develops and implements program guidance on all matters about Government personal property for DOE Headquarters direct operations; in accordance with 41 CFR 101, 102, and 109.
- (2) Operates and manages the official automated property accountability system for Headquarters.
- (3) Oversees inventories, utilization, and declarations of excess of Government personal property.
- (4) Distributes information to all Headquarters elements regarding Government personal property.
- (5) Approves and submits annual Headquarters Office of Administration Government personal property reports to the Office of Resource Management.
- (6) Maintains liaison with counterparts at other Federal agencies.
- (7) Represents DOE Headquarters on inter-Agency committees regarding Government personal property issues.
- (8) Participates as a member of the OPMO Working Group.
- (9) Designates in writing a PAO.

d. Property Accountable Officer.

- (1) Administers Government personal property management requirements at DOE Headquarters.
- (2) Establishes and maintains Government personal property accountability records for all items recorded on the official automated property accountability system for Headquarters.

- (3) Provides effective control over all Government personal property under his/her jurisdiction in accordance with 41 CFR 101, 102, and 109.
 - (4) Plans and schedules physical inventories of equipment and sensitive items in accordance with 41 CFR 109-1.5110, Physical Inventories of Personal Property, and DOE Personal Property Letter 970-2, dated 2-23-96, current Departmental guidance.
 - (5) Prepares annual Headquarters Office of Administration Government personal property reports for submission to the Office of Resource Management.
 - (6) Maintains liaison with other local utilization officers and the General Services Administration regional utilization officers to obtain needed items that have been or may be declared excess Government personal property.
 - (7) Approves transactions between APR accounts.
 - (8) Provides monthly gain and loss reports to APRs for reconciliation.
- e. Accountable Property Representative. Any DOE employee may be appointed APR at the discretion of the appointing official. For control purposes, however, it is recommended that this responsibility be fixed at the division level, preferably in the office authorized to sign requisitions and obligate funds. Accordingly, the division director or the first-tier administrative officer responsible for ~~the~~ Government personal property in an organization must appoint an APR in writing and forward that information to the PAO. Except for the appointing official, the APR is the only individual authorized to sign for Government personal property for that account. In making the appointment, the appointing official must consider the time-consuming nature of the APR's duties, as outlined below.
- (1) Ensures that Government personal property is properly accounted for, controlled, protected, and used.
 - (2) Serves as the primary holder and is responsible for all Government personal property listed on a hand receipt or automated property accountability system.
 - (3) Receives all reports of Government personal property loss, theft, damage, or destruction; handles such situations; and assists ~~the~~ reporting employees in completing the HQ F 1400.20, "Retirement Work Order."
 - (4) Ensures uniform procedural compliance by—
 - (a) notifying the PAO in writing of any personnel actions that would affect the current automated property accountability system listing;
 - (b) submitting HQ F 1400.18, "Property Transfer or Turn-In," when Government personal property is no longer needed to support program requirements;

- (c) participating in inventories of Government personal property as scheduled by the PAO and reconciling all inventory discrepancies;
- (d) monitoring movement and hand receipts on sensitive items of Government personal property;
- (e) confirming, certifying, and returning within 2 weeks from issue the Monthly Gain and Loss Report identifying transactions that occurred during the previous month within his/her account;
- (f) notifying asset management staff at Forrestal or Germantown, as appropriate, if items of Government personal property with identification numbers are removed or replaced or if the physical form of the Government personal property has changed (e.g., items have been damaged or component parts added or removed); and
- (g) overseeing the transfer, reassignment, or separation of personnel from the organization to ensure that accountable Government personal property is not abandoned or removed from the area of responsibility without proper documentation; ~~and.~~

(5) ~~(5)~~ Upon the transfer or separation of an employee, takes a physical inventory of all Government personal property in the employee's custody.

(6) Ensures that contractors are held accountable for government personal property by including in their statement of work that the contractor is responsible for the usage and safekeeping of government personal property in their possession. -

f. DOE Personnel.

- (1) Protect all Government personal property.
- (2) Use Government personal property for official business only.
- (3) Maintain Government personal property in the same condition as received, allowing for normal wear and tear.
- (4) Notify the organization APR before any Government personal property transactions occur; such as transfers or removals of Government personal property from the premises.
- (5) Obtain a Property Removal Authorization form, signed by an authorized issuing officer, before removing Government personal, contractor-owned, or personally owned property from the premises.

(7) ~~(6)~~ Notify the organization APR of loss or theft of Government personal property within 24 hours, ~~from the time of discovery.~~

6. REFERENCES.

- a. Federal Property Management Regulations, Title 41 CFR, Chapter 101.

- b. Federal Management Regulation, Title 41 CFR, Chapter 102.
 - c. Department of Energy Property Management Regulations, Title 41 CFR, Chapter 109.
 - d. DOE Personal Property Letter 970-2, dated 2-23-96.
 - e. Executive Order 12999, Education Technology: Ensuring Opportunity for All Children in the Next Century, dated 4-17-96.
7. DEFINITIONS. See Attachment 4 for definitions of terms used in this Order.
8. CONTACTS. For assistance regarding any issue of Government personal property, please contact the following individuals.
- a. Organizational Property Management Officer
Assets Management and Support Services
Forrestal, Room 1F-039
Phone: 202 586-5201
Fax: 202 586-7621
 - b. Team Leader, Property
Germantown, Assets Management
Germantown, Room R-006
Phone: 301-903-5446
202-586-6615
Fax: 301-903-3790
202-586-7621
 - c. Group Director, Assets Management and Support Services
Forrestal, 1F-039
Phone: 202-586-5201
Fax: 202-586-7621
 - d. Team Leader, Property
Forrestal, Assets Management
Forrestal, Room 1F-039
Phone: 202-586-6615
Fax: 202-586- 7621

BY ORDER OF THE SECRETARY OF ENERGY:

KYLE E. McSLARROW
Deputy Secretary

ORGANIZATIONS TO WHICH HQ O 580.1X IS APPLICABLE

Office of the Secretary
Chief Information Officer
Office of Civilian Radioactive Waste Management
Office of Congressional and Intergovernmental Affairs
Office of Counterintelligence
Departmental Representative to the Defense Nuclear Facilities Safety Board
Office of Economic Impact and Diversity
Office of Energy Efficiency and Renewable Energy
Energy Information Administration
Office of Environment, Safety and Health
Office of Environmental Management
Office of Fossil Energy
Office of General Counsel
Office of Hearings and Appeals
Office of Independent Oversight and Performance Assurance
Office of the Inspector General
Office of Intelligence
Office of Management, Budget and Evaluation and Chief Financial Officer
National Nuclear Security Administration
Office of Nuclear Energy, Science and Technology
Office of Policy and International Affairs
Office of Public Affairs
Office of Science
Secretary of Energy Advisory Board
Office of Security
Office of Worker and Community Transition
Office of Energy Assurance

DEFINITIONS

1. Account. The sum of all Government personal property in the custody of an organizational unit.
2. Accountable Property Representative (APR). The custodian of Government personal property appointed by the head of an organizational unit. The APR has physical responsibility for the proper use, maintenance, and protection of Government personal property assigned to a specific custodial area.
3. Administratively Controlled Property. Government personal property items that have an acquisition value from \$300 to \$4,999 and are not considered sensitive.
4. Authorized Issuing Officer. The individual responsible for authorizing the removal of Government personal property, contractor property, and personally owned property from a Department of Energy Headquarters facility.
5. Bar-Code Labels. Labels, placed on Government personal property for tracking and identification purposes, consisting of a group of printed, patterned bars and spaces; and alpha and numeric characters; designed to be scanned and read into computer memory as identification for the objects they label.
6. Board of Survey. A group of individuals, consisting of at least three members and not more than five, who are appointed by the director of the Office of Administration to investigate reports of missing or damaged Government personal property. The organizational property management officer, property accountable officer, accountable property representative, or employee(s) reporting the missing or damaged Government personal property are not authorized to serve on a Board of Survey.
7. Capitalized Personal Property. Any single item of nonexpendable Government personal property that is acquired at a cost of, or valued at, \$25,000 or more and has an estimated service life of 2 years or more.
8. Equipment. Any item of Government personal property having a unit acquisition cost of \$5,000 up to \$24,999 and having the potential for maintaining its integrity (i.e., not expendable due to use) as an item.
9. Excess Government Personal Property. Government personal property from a Department of Energy Headquarters organization that is excess to the user's needs. Such personal property must be documented as excess by the organization's accountable property representative and turned into the Property Office using HQ F 1400.18.
10. Expendable Personal Property. Materials and supplies that when put to use are consumed, lose their identity, or become an integral part of other Government personal property.
11. Government Personal Property. Government-owned or Government-leased (from commercial sources) items of any kind (except real property or property related to real property) that are in the custody of DOE personnel or DOE contractors.

12. Government Personal Property Accountability. The establishment and maintenance of Government personal property accountability records and the development of procedures to ensure effective protection and control of Government personal property.
13. Hand Receipt. A document used to establish the direct accountability of a user for sensitive property. HQ F 4420.1, "Certificate of Property Receipt," is prepared for this use by asset management staff at Forrestal and Germantown. Computer-generated reports from the official Sunflower Assets Management System may also be used as hand receipts.
14. Office Furnishings. Articles that supplement office furniture and augment the utility of the space assigned. These articles include lamps, desk trays, waste receptacles, draperies, carpets, and rugs.
15. Office Furniture. Items normally associated with occupancy or use in such areas as offices, conference and reception rooms, institutional waiting rooms, lobbies, and libraries. Such items include computer furniture, desks, tables, credenzas, bookcases, coatracks, telephone cabinets, filing sections and cabinets, security containers, chairs, and sofas.
16. Organizational Property Management Officer (OPMO). The individual appointed to establish and administer a Government personal property accountability program at DOE Headquarters.
17. Physical Inventory. The physical confirmation of the existence of the Government personal property.
18. Property Accountable Officer (PAO). The individual in the Assets Management Office who is responsible for the complete coordination of the Headquarters Government
19. Property Removal Authorization (PRA). The form (HQ F 1400.25) used for the authorized removal of property (Government, contractor, and personally owned), except expendable supply items, from any DOE Headquarters facility. Accountability of DOE Headquarters Government personal property will become the responsibility of the PRA form holder. (See HQ O 580.1X, Attachment 3, for instructions on completing the PRA form.)
20. Retirement Work Order. The form (HQ F 1400.20) required to report property that is lost, stolen, damaged (except damage to a Government vehicle resulting from a motor vehicle accident, which is to be investigated), disposed of for salvage, reduced to scrap, destroyed, abandoned, or determined to be an inventory shortage.
21. Sensitive Property. Items of Government personal property susceptible to being misappropriated for personal use or readily converted to cash (e.g., portable computers, portable communications items, photographic items, firearms, survey instruments, binoculars, power tools, televisions, and video cassette recorders).